



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND
EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

POSITION ANNOUNCEMENT

Closing date: until filled

Title: Senior Compliance Analyst (2 vacancies)
Section: Administration & Financial Services
Status: Long-term, Temporary Unclassified State Employee
Salary Range: \$50,000 - \$55,000, DOE

Primary Responsibilities: The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is seeking two Senior Compliance Analysts to supervise its sub-recipient monitoring process under the direction of the Director of Compliance. The primary responsibilities of the Senior Compliance Analyst are to supervise a small team of Compliance Analysts, provide a full assessment of sub-recipient audit risk, assign, review, and approve work of subordinates, oversee and assist on site visits, assist in the continuous enhancement of the agency's sub-recipient monitoring plan, and other duties as assigned.

Minimum Requirements: BA/BS with 24-semester hrs in Accounting plus 4 years of professional level experience in Financial or Compliance Auditing, 1 of which must have been at the supervisory level. A certified public accountant (CPA) certificate or Certified Internal Auditor (CIA) designation will substitute for the baccalaureate degree with twenty-four semester hours in accounting plus one year of the required experience. A master's degree with a major in accounting, business administration, finance, management, economics, or public administration will substitute for one year of the required experience. Experienced in MS Office Suite

Additional Comments: Effective oral/written communication skills; strong analytical skills; ability to work independently, and effective interpersonal skills are required. Valid DL; must be able to work 12 hour shifts and beyond for extended periods during emergencies. This position may require up to 40% out of town over-night travel.

Submit an application packet containing the following FOUR (4) items:

1. Letter of application;
2. Application, SF 10 Form (link on our website);
3. Professional resume incl. references;
4. Transcripts, professional licenses:

GOHSEP

HR - Application Section

Re.: Senior Compliance Analyst

7667 Independence Blvd.

Baton Rouge, LA 70806

Fax: (225) 922-2666

ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED